



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	ENVIRONMENTAL INVESTIGATOR II
3	Posting Number	PN# 102776
4	Department	Health & Human Services Department
5	Division	Environmental Health
6	Section	Bureau of Air Quality Control
7	Reporting Location	7411 Park Place
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

- 9
- DESCRIPTION OF DUTIES**
Performs varied technical inspections and investigative work relative to the detection, analysis and elimination or control of environmental pollutants and contaminants. Performs routine chemical and microbiological water and wastewater analysis.

CORE FUNCTIONS
☒ Performs investigations on sources of air pollution.
☒ Documents all investigations according to established guidelines, policies and procedures and protocols.
☒ Determines compliance of facility operations with applicable federal and state regulations.
☒ Keeps abreast of new regulations, interpretations of existing regulations, inspection protocols as they are developed.
☒ Conducts special projects and assignments as assigned.
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- WORKING CONDITIONS**
The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.
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- MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a Bachelors degree in Chemistry, Biology, Environmental Health Engineering or a closely related degree.
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- MINIMUM EXPERIENCE REQUIREMENTS**
One year of pollution/environmental control experience is required.
- 13
- MINIMUM LICENSE REQUIREMENTS**
Must have a valid Texas Driver's License and comply with the City of Houston's Policies on Driving (AP 2-2).
- 14
- PREFERENCES**
☒ Bilingual (English/Spanish) applicant preferred.
☒ Prefer environmental pollution control experience with federal and state air quality regulations applicable to regulated facilities.
☒ Experience in documenting investigations; Computer skills including Microsoft Word or WordPerfect software.
☒ Ability to communicate professionally orally and in writing with precision and maintain effective relationship with management, fellow employees and the community.
☒ Ability to wear a respirator that achieves a proper fit.
☒ Ability to work closely and effectively with personnel in a small group.
- 15
- SELECTION/SKILLS TESTS REQUIRED** None
- 16
- SAFETY IMPACT POSITION** ☒ Yes ☒ No
This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.
- 17
- SALARY INFORMATION** **GRANT FUNDED POSITION**
This position is dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:
Salary Range - Pay Grade 16
\$946- \$1,279 Biweekly \$24,596 - \$33,254 Annually
- 18
- OPENING DATE** February 2, 2005
- 19
- CLOSING DATE** OPEN UNTIL FILLED
- 20
- APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

An equal opportunity employer